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ABSTRACT

This manual provides a series of forms and instruments and outlines the procedures used by St. Louis Community College in its annual evaluation of the performance of instructional resources faculty. First, general information is provided in lists of the performance indicators and other criteria upon which the assessments of teachers, counselors, and instructional resources staff are based. Next, a number of indicators of professional development are listed; levels of satisfactory and unsatisfactory achievement are defined; and notes are provided on the review process and schedule for the implementation of the annual faculty evaluation. After procedures for completing the annual faculty evaluation summary are explained, forms are provided and the process is outlined for the evaluation of instructional resources faculty effectiveness through an instructional resources visitation report; a self-documentation of effectiveness; a classroom visitation report and summary assessment; faculty choice indicators reflecting plans for professional development during the next year; level of performance in relation to other required criteria, such as attendance at meetings and membership in professional associations; and the evaluation of the faculty member by the Division Dean. (HB)

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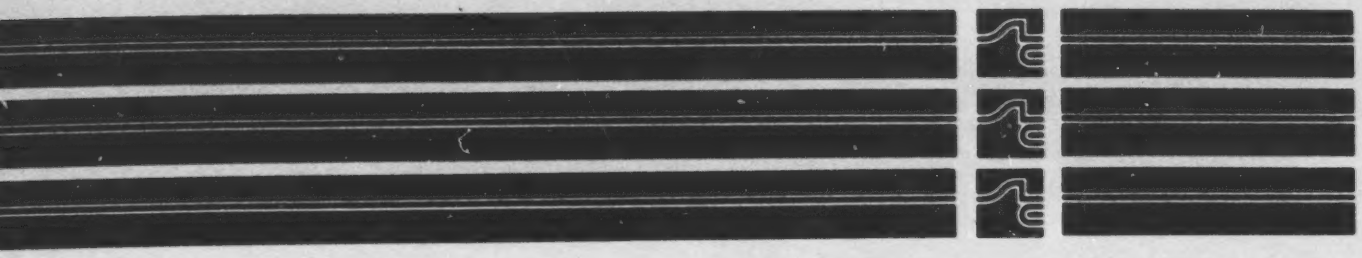

St. Louis Community College

ED216713

FACULTY EVALUATION SYSTEM
INSTRUCTIONAL RESOURCES FACULTY

August, 1981

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GENERAL INFORMATION

GENERAL INFORMATION

Performance Indicators - Teaching Effectiveness

The faculty evaluation is based upon an assessment of the following performance indicators:

1. Exhibits knowledge of subject matter in the classroom.
2. Reviews and/or updates course materials.
3. Uses evaluative instruments that reflect course content.
4. Informs students of evaluation methods and criteria.
5. Evaluates students according to criteria established for the course.
6. Assesses student work accurately, but is willing to correct assessments if errors occur.
7. Maintains accurate records of students' academic performance.
8. Returns student assignments and tests within a reasonable period of time.
9. Explains material in response to questions.
10. Presents relevant material in an organized manner.
11. Exhibits interest in subject matter.
12. Uses grammatically correct English with competence in oral and written communications.
13. Consistently attempts to maintain order in the classroom at a level which facilitates instruction.
14. Communicates in the classroom at the level required for that course.
15. Keeps scheduled office hours.
16. Provides written statement of course objectives (expected learning outcomes) to students.
17. Reports to class on time.
18. Holds class for assigned time on a regular basis.
19. Offers academic assistance and makes appropriate referrals for students in need of help.
20. Completes assigned responsibilities.
21. Uses supplemental resources in addition to textbook or other minimal course materials.

Performance Indicators - Counseling Effectiveness

1. Demonstrates knowledge of counseling techniques and theories.
2. Demonstrates skill in working with students of varying ages and background.
3. Uses vocational information in assisting students.
4. Demonstrates knowledge of career decision-making processes.
5. Demonstrates knowledge of proper resources for St. Louis Community College programs.
6. Demonstrates knowledge of proper resources for information concerning transfer institutions.
7. Reports to work on time.
8. Keeps appointments regularly.
9. Keeps scheduled office hours.
10. Determines, when appropriate, that referrals are needed and makes those referrals.
11. Maintains confidential relationship with students and staff consistent with professional (APGA, APA) guidelines and relevant laws.
12. Consults with teaching faculty regarding student/staff problems.
13. Participates in orientation to the College for first-time students.
14. Provides academic advisement as assigned.
15. Communicates respect to the student.
16. Operates within one's area of professional competency.
17. Uses grammatically correct English with competence in written and oral communications.
18. Completes assigned responsibilities.

Performance Indicators - Instructional Resources Effectiveness

1. Demonstrates a working knowledge of communication/information sciences.
2. Presents material in an organized manner.
3. Presents material clearly.
4. Sensitive to response of students.
5. Welcomes questions and discussion.
6. Organizes and maintains a system of appropriate records and reports.
7. Participates in the development and review of courses, curricula and instructional materials.
8. Completes assigned responsibilities.
9. Develops bibliographic and instructional materials to assist students and staff in attaining their instructional goals.
10. Assists students and staff in the location, design, development or use of resource materials.
11. Where applicable, maintains or prepares resource equipment, materials and supplies for student and staff use.
12. Initiates and maintains communication with faculty for the purpose of the selection of resource materials and equipment.
13. Reports to work on time.
14. Uses grammatically correct English with competence in oral and written communications.
15. Keeps scheduled hours in service area.

Other Required Indicators - Teaching Faculty

1. Belongs to one or more recognized professional organization(s).
2. Attends department meetings.
3. Accepts assignments to supervise/orient part-time/new faculty.
4. Participates in the deve opment and improvement of courses and curricula.
5. Where applicable, maintains and prepares equipment and supplies for labs, shops or studios.
6. Where applicable, supervises lab assistants and other personnel assigned to instructional areas.
7. Attends division meetings.
8. Contributes to the work of one or more department committees where applicable.
9. Assists the department chairperson by furnishing necessary information for the preparation of class schedules.
10. Assists the department chairperson by furnishing necessary information for the preparation of the department budget where applicable.
11. Assists the department chairperson in the development of short and long-range department plans.
12. Participates in department activities related to student job placement where applicable.

Other Required Indicators - Counseling Faculty

1. Where applicable, uses supplemental resources in addition to textbook or other minimal requirements of group/class sessions.
2. Belongs to one or more recognized professional organization(s).
3. Attends department meetings.
4. Accepts assignments to supervise/orient part-time/new faculty where applicable.
5. Participates in the development and improvement of groups and classes where applicable.
6. Where applicable, maintains and prepares equipment and supplies for groups and classes.
7. Where applicable, supervises student assistants and other personnel assigned to department areas.
8. Attends division meetings.
9. Contributes to the work of one or more department committee(s) where applicable.
10. Assists the director by furnishing necessary information for the preparation of class schedules.
11. Assists the director by furnishing necessary information for the preparation of the department budget where applicable.
12. Assists the director in the development of short and long-range department plans.
13. Participates in department activities related to student job placement where applicable.

Other Required Indicators - Instructional Resources Faculty

1. Uses supplemental resources in addition to those available on the campus.
2. Belongs to one or more recognized professional organization(s).
3. Attends department meetings.
4. Accepts assignments to supervise/orient part-time/new faculty.
5. Where applicable, supervises student assistants and other personnel assigned to areas of responsibility.
6. Attends division meetings.
7. Contributes to the work of one or more department committees where applicable.
8. Assists the department director by furnishing necessary information for the preparation of class schedules, where applicable.
9. Assists the department director by furnishing necessary information for the preparation of the department budget where applicable.
10. Assists the department director in the development of short and long-range department plans.
11. Participates in department activities related to student job placement where applicable.

Listing of Faculty Choice Indicators

1. Develops new course.
2. Serves on a committee.
3. Chairs a committee.
4. Attends a workshop related to one's field.
5. Leads an approved workshop related to one's field.
6. Takes one or more courses related to his/her field.
7. Publishes an article in a journal.
8. Writes a book.
9. Sponsors a student organization.
10. Sponsors a student activity.
11. Serves as an officer in a professional organization in one's field or profession.
12. Gives one or more speeches for the college or to a professional organization.
13. Is active in community organization(s) related to job.
14. Advises students where appropriate.
15. Develops an approved plan of professional development activities.
16. Implements the approved plan of professional development activities.
17. Conducts studies and/or publishes research materials.
18. Prepares and participates in external grants.
19. Participates in approved articulation activities.
20. Completes extended time project.
21. Coaches a non-paid intramural activity.
22. Participates in recruiting students.
23. Gives outside job-related performance.
24. Assists during registration where appropriate.
25. Other _____

Achievement Levels and Definitions

SATISFACTORY	Satisfactory performance is demonstrated by performance levels that are recognized as meeting all reasonable and acceptable standards compared to other professional faculty within the College. Teaching, I.R., or Counseling effectiveness is well documented. Achievements in other criteria should be evident.
NEEDS IMPROVEMENT	Performance that needs improvement is demonstrated by performance levels that are recognized as deficient in one or more criteria but there is evidence to suggest that satisfactory performance is possible with appropriate professional development and assistance. Achievements are not well documented or always evident.
UNACCEPTABLE	Unacceptable performance is demonstrated by performance levels that are clearly recognized as not meeting reasonable and minimal standards compared to other professional faculty within the College. Achievement levels in Teaching, I.R., and Counseling are substantially deficient or not evident.

Notes:

1. The above Achievement Level ratings are applicable to each of the criteria as well as to the composite evaluation.

2. Achievements not well documented include those for which documentation is not provided by the faculty member when requested to do so or prescribed in the evaluation procedures.

Review Process

The faculty evaluation system provides for faculty review at the completion of each summary assessment form by requiring a faculty signature to be attached. Faculty may arrange a conference with the Division Dean to review the evaluation.

If a faculty member receives an evaluation of Needs Improvement or Unacceptable in any one or more of the Summary Assessment forms, that faculty member is required to have a review conference with the Division Dean at which time specific deficiencies will be identified and discussed. Following the review conference, the faculty member may request a conference with the Dean.

If the Annual Faculty Evaluation Summary results in an immediate personnel action that causes the faculty member injury or damage, the grievance process may then be invoked in accordance with Board Policy.

Mutual Involvement

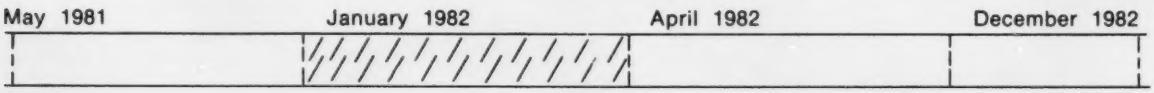
The faculty evaluation process will allow for the involvement of faculty members, students, department chairpersons, directors and division deans. The faculty members, through their representatives, selected the various performance indicators upon which the evaluation is based. In addition, each faculty member may select additional indicators as part of the Faculty Option section. Faculty members will also be given the opportunity to provide the necessary documentation in support of their annual activities and contributions.

The faculty evaluation process clearly identifies the division dean as the person ultimately responsible for administration of the various components of the evaluation system. However, it is clear that the various directors play a significant role in completing certain of the components as well as playing a significant collaborative and consultive role in support of the division dean.

Implementation Schedule

It is intended that the Annual Faculty Evaluation will be conducted on a calendar year basis beginning in January and ending in December. Therefore, the first annual cycle of this evaluation system is scheduled to begin in January, 1982. A detailed calendar indicating a timetable for various events to occur will be released during the fall semester.

During the 1981-82 academic year, the College will be in a transitional stage converting from an academic year to a calendar year evaluation cycle. Consequently, an Annual Faculty Evaluation Summary will be required to be completed in April, 1982 for the 1981-82 academic year.



The above time line indicates how this transition will occur. Certain portions of the evaluation system will be implemented, effective immediately, and will be used to complete the April, 1982, Annual Evaluation Summary. Included in this summary will be I.R. Visitation, Classroom Visitations (where applicable or optional), Self-Documentation, and the Division Dean's Evaluation. During a four-month period from January to April 1982, the evaluation cycles overlap. Activities and contributions made during this period as well as student evaluations and classroom visit assessments, will be used in the completion of both the April Annual Evaluation Summary and the December Annual Evaluation Summary.

ANNUAL FACULTY EVALUATION SUMMARY

PROCEDURES FOR COMPLETING THE ANNUAL FACULTY EVALUATION SUMMARY
(Instructional Resources Faculty)

1. Under the IR Effectiveness, record the composite assessment ratings from the Visitation Report, the Self-Documentation, and the Classroom Visitation Report (option).

   Add the value of the ratings and divide by two (or three, if the Classroom Visition Report option is utilized). The results will determine the rating for the IR Effectiveness criteria as follows:

   2.31 thru 3.00 = Satisfactory
   1.71 thru 2.30 = Needs Improvement
   1.00 thru 1.70 = Unacceptable

2. For Faculty Option Indicators, record the composite assessment rating from the Faculty Option Evaluation Form.

3. For Other Required Indicators, record the composite assessment rating from Other Required Evaluation Form.

4. Under the Computation section, record the value of the rating assigned to each criterion.

   Multiply by the weight and derive a score for each criterion.

   Add the three scores and multiply by .80 to determine the score for Part One: Criteria Evaluation.

5. Under Part Two: Division Dean Evaluation, record the value of the composite assessment rating from the Division Dean Evaluation Form.

6. Add the Part One Score to the Part Two Score to determine the Total Annual Score.

7. Complete the Annual Evaluation Rating as determined by the Total Annual Score.

8. Sign the Annual Evaluation Summary, attach copies of all summary assessments, forward to Dean for Review.

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

ANNUAL FACULTY EVALUATION SUMMARY
(Instructional Resources Faculty)

NAME _____ CAMPUS _____

DIVISION _____ DEPARTMENT _____ RANK _____

PART ONE: CRITERIA EVALUATION

Criteria	**Criteria Rating and Value**
A. **I.R. Effectiveness (70%)**	
IR Visitation ____ S ____ NI ____ U Self-Documentation ____ S ____ NI ____ U Classroom Visitation (option) ____ S ____ NI ____ U	____ S(3) ____ NI(2) ____ U(1)
B. Faculty Option Indicators (15%)	____ S(3) ____ NI(2) ____ U(1)
C. Other Required Indicators (15%)	____ S(3) ____ NI(2) ____ U(1)

COMPUTATION:

Criteria	**Value**	X	**Weight**	=	**Score**
A	_____	X	.70	=	_____
B	_____	X	.15	=	_____
C	_____	X	.15	=	_____

PART ONE SCORE _____ X .80 =

PART TWO: DIVISION DEAN EVALUATION

PART TWO SCORE _____ X .20 =

TOTAL ANNUAL SCORE

ANNUAL EVALUATION RATING

_____ SATISFACTORY (2.31 thru 3.0)

_____ NEEDS IMPROVEMENT (1.71 thru 2.30)

_____ UNACCEPTABLE (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____
(Division Dean)

REVIEWED BY:

_____ Date _____
(Dean)

_____ Date _____
(President)

August 1981

INSTRUCTIONAL RESOURCES VISITATION REPORT

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR
INSTRUCTIONAL RESOURCES VISITATION REPORT

1. The supervisor, or designee appointed by the Division Dean in appropriate consultation with the faculty member, will select the time of the visitation. The visitation will take place during work activities that are representative of the faculty member's general responsibility.

2. A visitation will be conducted at least once during each evaluation period.

3. The Division Dean will conduct a visitation at least once every three (3) years.

4. In the event of a less-than-satisfactory composite assessment, the supervisor will review the assessment with the faculty member and will arrange for a subsequent visitation prior to completing the annual evaluation summary. If multiple visitations should occur during a single evaluation period, the most recent report will be used for completion of the annual evaluation summary.

5. In the event of a less-than-satisfactory rating on any specific item on the visitation report, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

INSTRUCTIONS FOR COMPLETING THE INSTRUCTIONAL RESOURCES VISITATION REPORT

1. **Demonstrates a working knowledge of communication/information science.**

   Satisfactory - The faculty member is able to demonstrate a working knowledge of terminology, resources and equipment used in the communication and information sciences.

   Needs Improvement - The faculty member at times does not appear to understand or be able to use new developments in communication and information sciences.

   Unacceptable - The faculty member experiences on-going difficulty in comprehending the changes in communication and information sciences.

2. **Presents material in an organized manner.**

   Satisfactory - The faculty member presents material in an organized manner.

   Needs Improvement - The material is not presented consistently in an organized manner.

   Unacceptable - The faculty member does not present the material in an organized manner.

3. **Presents material clearly.**

   Satisfactory - The faculty member presents material in a clear manner.

   Needs Improvement - The material is not presented consistently in a clear manner.

   Unacceptable - The faculty member does not present the material in a clear manner.

4. **Sensitive to response of students.**

   Satisfactory - The faculty member is sensitive to the response of the students.

   Needs Improvement - The faculty member is occasionally insensitive to the response of students.

   Unacceptable - The faculty member is not sensitive to the response of students.

5. **Welcomes questions and discussion.**

   Satisfactory - The faculty member welcomes questions and discussion.

   Needs Improvement - The faculty member either does not always welcome questions nor always encourages discussion of the subject matter.

   Unacceptable - The faculty member does not welcome questions or discussion.

6. **Assists patron/client in the location, design, development or use of resource materials.**

Satisfactory - The faculty member describes services and/or resources available to patrons/clients needing assistance.

Needs Improvement - The faculty member partially or incompletely describes services and/or resources available to patrons/clients needing assistance.

Unacceptable - The faculty member is unable to describe correctly services and/or resources available to patrons/clients needing assistance.

7. **Uses grammatically correct English with competence in oral and written communications.**

Satisfactory - The faculty member uses English with competence in both oral and written communications.

Needs Improvement - The faculty member at times experiences difficulty in applying English competently in either oral or written communication.

Unacceptable - The faculty member has continuing difficulty in utilizing English with competence in both oral and written communication.

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

INSTRUCTIONAL RESOURCES VISITATION REPORT

FACULTY NAME _____

TYPE OF VISITATION _____

_____

ACTIVITIES OBSERVED (BE SPECIFIC) _____

_____

DATE OF VISITATION _____

LENGTH OF OBSERVATION (IN MINUTES) _____

RATING

ITEM 1 **Demonstrates a working knowledge of communication/ information science.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 2 **Presents material in an organized manner.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 3 **Presents material clearly.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 4 **Sensitive to response of patron/client.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 5 **Welcomes questions and discussion.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 6 **Assists patron/client in the location and design, development or use of resource materials.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 7 **Uses grammatically correct English with competence in oral and written communications.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

INSTRUCTIONAL RESOURCES VISITATION

Summary Assessment

FACULTY NAME _____

	Rating	Value
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____
ITEM 7	_____	_____

Value Key

3 = Satisfactory

2 = Needs Improvement

1 = Unacceptable

TOTAL SCORE [ ] ÷ 7 = TOTAL AVERAGE SCORE [ ]

Composite Assessment

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____

Evaluator

SIGNED BY:

_____ Date _____

Faculty Signature

SELF-DOCUMENTATION OF INSTRUCTIONAL RESOURCES EFFECTIVENESS

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR SELF-DOCUMENTATION OF INSTRUCTIONAL RESOURCES EFFECTIVENESS

1. At the beginning of each evaluation period, faculty members will receive a list of the six (6) items that form the basis for their self-documentation.

2. No later than November 1 of each year, the faculty members will submit to the appropriate Division Dean supporting information and documentation of performance related to the six items.

3. The Division Dean will review the supporting information and documentation and will complete the assessment of the self-documentation component. The composite assessment of the self-documentation will be used by the Division Dean in completing the annual evaluation summary.

4. In the event of a less-than-satisfactory rating on any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

INSTRUCTIONS FOR COMPLETING THE SELF-DOCUMENTATION OF INSTRUCTIONAL RESOURCES EFFECTIVENESS FORM

This assessment is to be utilized by each evaluator when assessing the faculty member on his/her self-documentation of instructional resources effectiveness as a part of the I.R. evaluation system.

The Self-Documentation of I.R. Effectiveness Form consists of six (6) items. The faculty member is responsible for providing supporting information in response to each of the questions.

You are to rate each item on a three-point scale as follows:

1. Satisfactory 3
2. Needs Improvement 2
3. Unacceptable 1

In order to assist you in making a determination for each item that is consistent across the district, the following assessment criteria is provided:

1. **Organizes and maintains a system of appropriate records and reports.**

   Satisfactory - Two examples of records and/or reports available for examination by the director and division dean.

   Needs Improvement - Incomplete record keeping available for areas of responsibility.

   Unacceptable - Records and reports have not been maintained or do not provide information needed to document faculty member's responsibilities.

2. **Participates in the development and review of courses, curricula and instructional materials.**

   Satisfactory - Provides documents or a written statement of activities showing participation in the development and review of courses, curricula and instructional materials.

   Needs Improvement - Provides only partial documents (projects) or a written statement of activities that does not clearly provide information showing individual contribution to the development and review of courses, curricula and instructional materials.

   Unacceptable - Provides no means of documenting contributions to the development and review of courses, curricula and instructional materials.

3. **Develops bibliographic and instructional materials to assist students and staff in obtaining instructional goals.**

   Satisfactory - Provides examples of at least two documents of a bibliographic or design report if appropriate, to responsibilities.

   Needs Improvement - Only partially completed bibliographic or design reports are provided.

   Unacceptable - Does not provide examples of bibliographic or design reports as appropriate to assigned responsibilities.

4. **Assists students and staff in the location, design, development or use of resource materials.**

   Satisfactory - Provides at least three examples describing services and/or resources provided to users needing assistance.

   Needs Improvement - Partially or incompletely provides examples describing services and/or development of resources for users needing assistance.

   Unacceptable - The faculty member is unable to document any activities in helping users locate, design or develop resource materials.

5. **Initiates and maintains communication with faculty for the purpose of selection of resource materials and equipment.**

Satisfactory - Provides at least three examples describing in what manner faculty contact was maintained and the results of that contact.

Needs Improvement - There is partial but inconclusive evidence that communication is consistently initiated and maintained with faculty for the purpose of selection of resource materials and equipment.

Unacceptable - The faculty member is unable to document any results of maintaining communication with faculty resulting in the selection of resource materials and equipment.

6. **Reports to work on time.**

Satisfactory - The faculty member usually reports to work on time.

Needs Improvement - The faculty member occasionally reports to work on time.

Unacceptable - The faculty member seldom reports to work on time.

ST. LOUIS COMMUNITY COLLEGE

FACULTY INFORMATION SHEET

Items Included in Self-Documentation of Instructional Resources Effectiveness

1. **Organizes and maintains a system of appropriate records and reports.** (Records and reports available for examination by the Division Dean/Director.)

2. **Participates in the development and review of courses, curricula and instructional materials.** (Provide the documents or a written statement of activities showing participation in the development and review of courses, curricula and instructional materials.)

3. **Develops bibliographic and instructional materials to assist students and staff in attaining instructional goals.** (Provide examples of at least two documents of a bibliographic or design report. If responsibility does not include design or development activities, please indicate.)

4. **Assists students and staff in the location, design, development or use of resource materials.** (Provide at least three examples describing services and/or resources provided to users needing assistance.)

5. **Initiates and maintains communication with faculty for the purpose of selection of resource materials and equipment.** (Provide at least three examples describing in what manner faculty contact was maintained and the results of that contact.)

6. **Reports to work on time.** (Schedule available from departmental records, with the faculty member indicating any modification made to the schedule.)

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

SELF-DOCUMENTATION OF INSTRUCTIONAL RESOURCES EFFECTIVENESS

FACULTY NAME _____ CAMPUS _____

DIVISION _____ DEPARTMENT _____ RANK _____

DIRECTIONS: This form is to be used by the evaluator when assessing the supporting information and documentation provided by the faculty member relative to the self-documentation indicators of instructional resources effectiveness. The summary page and composite assessment rating will be used in completing the Annual Faculty Evaluation Summary.

RATING

ITEM 1 **Organizes and maintains a system of appropriate records and reports.** (Records and reports available for examination by Division Dean/Director)
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 2 **Participates in the development and review of courses, curricula and instructional materials.** (Provide the documents or a written statement of activities showing participation in the development and review of courses, curricula and instructional materials.)
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 3 **Develops bibliographic and instructional materials to assist students and staff in attaining instructional goals.** (Provide examples of at least two documents of a bibliographic or design report. If responsibility does not include design or development activities, please indicate.)
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 4 **Assists students and staff in the location, design, development or use of resource materials.** (Provide at least three examples describing services and/or resources provided to users needing assistance.)
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 5 **Initiates and maintains communication with faculty for the purpose of selection of resource materials and equipment.** (Provide at least three examples describing in what manner faculty contact was maintained and the results of that contact.)
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 6 **Reports to work on time.** (Schedule available from departmental records, with the faculty member indicating any modification made to the schedule.)
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

SELF-DOCUMENTATION

Summary Assessment

FACULTY NAME _____

	Rating	Value
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____

Value Key

3 = Satisfactory

2 = Needs Improvement

1 = Unacceptable

TOTAL SCORE [ ] ÷ 6 = TOTAL AVERAGE SCORE [ ]

Composite Assessment

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____

Associate Dean/Director

SIGNED BY:

_____ Date _____

Faculty Signature

CLASSROOM VISITATION REPORT

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR
CLASSROOM VISITATION REPORT (IR OPTION)

1. The supervisor, or designee appointed by the Division Dean, in appropriate consultation with the faculty member, will select the time of the classroom visitation. The visitation will take place during work activities that are representative of the faculty member's general responsibilities.

2. A classroom visitation will be conducted at least once during each evaluation period.

3. At a minimum, the Division Dean will conduct a classroom visitation at least once every three (3) years.

4. In the event of a less-than-satisfactory composite assessment, the supervisor will review the assessment with the faculty member and will arrange for subsequent additional classroom visitation(s) prior to completing the annual evaluation summary. If multiple classroom visitation should occur during a single evaluation period, the most recent classroom report will be used for the completion of the annual evaluation summary.

5. In the event of a less-than-satisfactory rating on any specific items, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

INSTRUCTIONS FOR COMPLETING THE CLASSROOM VISIT REPORT FORM

The evaluator will apply the following criteria as the basis for ratings of Satisfactory, Needs Improvement, or Unacceptable for each of the indicators listed.

1. **The instructor presents relevant material.**

   Satisfactory - The material is clearly relevant to the course objectives.

   Needs Improvement - The material is not clearly related to the course objectives but is in the same general area.

   Unacceptable - The material is not related to the course objectives and the instructor makes no effort to explain why it is included.

2. **Reviews and/or updates course materials.**

   Satisfactory - The instructor includes material that demonstrates awareness of current developments that relate to the course content. Appropriate examples in a lecture course would be indicative of this "updating."

   Needs Improvement - The instructor refers occasionally to current developments that relate to course content but does not adequately explain their importance or relationship.

   Unacceptable - The instructor makes no statements and gives no examples that indicate an awareness of current developments related to course content.

3. **The instructor explains material in response to student's questions.**

   Satisfactory - The instructor provides thorough and relevant explanations in response to student's questions. The instructor verifies that the student understands prior to moving ahead with new material.

   Needs Improvement - The instructor attempts to answer student questions but does not verify whether or not the student understands before continuing.

   Unacceptable - The instructor rarely acknowledges that students want to ask questions. When questions are asked, the instructor dismisses them or ridicules the student asking the question.

4. **Demonstrates knowledge of subject matter.**

   Satisfactory - The instructor has broad and thorough understanding of subject matter. The instructor is able to relate the smaller units of instruction to the overall whole.

   Needs Improvement - The instructor frequently fails to provide adequate supporting material for points that are made while teaching. The points themselves are basically correct, but the supporting material is not well developed.

   Unacceptable - The instructor does not provide basic level information in the particular field. Students apparently cannot follow the lesson because the subject matter is not presented knowledgeably.

5. **The instructor presents material in a logical and organized manner.**

   Satisfactory - The instructor has a clear organizational plan for the lesson. The explanation proceeds from major points to minor points with appropriate supporting material.

   Needs Improvement - The instructor has an overall plan for the lesson but the basis for the organization is not discernable. Major points and minor points are not clearly identifiable.

   Unacceptable - The instructor gives no evidence of an overall organizational plan for the lesson. Rather than a logical explanation of material, the instructor tends to operate on a subjective level, very difficult for students to follow.

6. **The instructor uses grammatically correct English with competence.**

Satisfactory - The faculty member uses English with competence in both oral and written communication.

Needs Improvement - The faculty member at times experiences difficulty in applying English competently in either oral or written communication.

Unacceptable - The faculty member has continuing difficulty in utilizing English with competence in both oral and written communication.

7. **The instructor consistently attempts to maintain order in the classroom at a level which facilitates instruction.**

Satisfactory - The instructor makes clear to the students the need for order and makes specific comments to deal with problems, if appropriate.

Needs Improvement - The instructor pays little attention to the need for order in the classroom. Although the overall atmosphere is orderly most of the time, the instructor does not give specific attention to situations that require it.

Unacceptable - The instructor makes no effort to maintain order. When a disorderly situation develops, the instructor ignores it. The level of order in the classroom does not facilitate instruction.

8. **The instructor communicates in the classroom at a level required for the course.**

Satisfactory - The instructor uses vocabulary required for the level of the course. The instructor explains terms and concepts at an appropriate level.

Needs Improvement - The instructor communicates at a level that is significantly above or below the level required for the course. Terms and concepts are inadequately explained or are presented at a level inappropriate for the course.

Unacceptable - The instructor is not communicating effectively at a level required for the course. The instructor ignores feedback from the class. The instructor presents terms and concepts but makes no effort to explain them.

St. Louis Community College

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CLASSROOM VISITATION REPORT

FACULTY NAME _____

COURSE TITLE AND SECTION NUMBER _____

TOPIC COVERED (BE SPECIFIC) _____

METHOD OF PRESENTATION (BE SPECIFIC) _____

_____

DATE OF CLASS VISITATION _____

LENGTH OF OBSERVATION (IN MINUTES) _____

RATING

ITEM 1 **The instructor presents relevant material.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 2 **Reviews and/or updates course materials.** (i.e., uses current examples, theories, etc.)
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 3 **The instructor explains material in response to students' questions.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 4 **Demonstrates knowledge of subject matter.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 5 **The instructor presents material in a logical and organized manner.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 6 **The instructor uses grammatically correct English with competence.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 7 **The instructor consistently attempts to maintain order in the classroom at a level which facilitates instruction.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 8 **The instructor communicates in the classroom at a level required for that course.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

CLASSROOM VISITATION

Summary Assessment

FACULTY NAME _____

	Rating	Value
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____
ITEM 7	_____	_____
ITEM 7	_____	_____

Value Key

3 = Satisfactory

2 = Needs Improvement

1 = Unacceptable

TOTAL SCORE [ ] ÷ 8 = TOTAL AVERAGE SCORE [ ]

Composite Assessment

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____

Evaluator

SIGNED BY:

_____ Date _____

Faculty Signature

FACULTY CHOICE INDICATORS

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR COMPLETING THE FACULTY CHOICE INDICATORS FORM

1. While the minimum number of indicators to be chosen is one, faculty are encouraged to select a sufficient number of indicators which reflect their plans for professional development during the coming year. The faculty member will indicate one item to be used as the primary item for evaluation purposes. With mutual agreement of the instructor and division dean, new items may be added to the Faculty Choice Indicators list. It is understood that plans submitted may need to be changed as circumstances change through appropriate consultation with the department chair.

2. If the department decides to propose indicators that are unique to the function of a specific department, these indicators will be submitted in written form by the director to the division dean. If approved by the division dean, these indicators will be applicable to all faculty members in the department.

3. The faculty member will complete the Faculty Choice Report and forward it through the director to the division dean.

4. In the event of a less-than-satisfactory rating, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

5. The faculty member will provide evidence of having completed the selected indicator by no later than November 1.

FACULTY INFORMATION SHEET

Faculty Choice Indicators

1. Develops new course.
2. Serves on a committee.
3. Chairs a committee.
4. Attends a workshop related to one's field.
5. Leads an approved workshop related to one's field.
6. Takes one or more courses related to his/her field.
7. Publishes an article in a journal.
8. Writes a book.
9. Sponsors a student organization.
10. Sponsors a student activity.
11. Serves as an officer in a professional organization in one's field or profession.
12. Gives one or more speeches for the college or to a professional organization.
13. Is active in community organization(s) related to job.
14. Advises students where appropriate.
15. Develops an approved plan of professional development activities.
16. Implements the approved plan of professional development activities.
17. Conducts studies and/or publishes research materials.
18. Prepares and participates in external grants.
19. Participates in approved articulation activities.
20. Completes extended time project.
21. Coaches a non-paid intramural activity.
22. Participates in recruiting students.
23. Gives outside job-related performance.
24. Assists during registration where appropriate.
25. Other _____

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

FACULTY CHOICE INDICATORS FORM

NAME _____ CAMPUS _____

DIVISION _____ DEPARTMENT _____ RANK _____

PART ONE: DEPARTMENT INDICATORS (optional)
(List those indicators which have been agreed upon by the department and the Division Dean)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

PART TWO: FACULTY CHOICE
(From the following list of indicators, select one or more)

*PLEASE ASTERISK YOUR PRIMARY ITEM TO BE USED FOR EVALUATION

_____ 1. Develops new course.
_____ 2. Serves on a committee.
_____ 3. Chairs a committee.
_____ 4. Attends a workshop related to one's field.
_____ 5. Leads an approved workshop related to one's field.
_____ 6. Takes one or more courses related to his/her field.
_____ 7. Publishes an article in a journal.
_____ 8. Writes a book.
_____ 9. Sponsors a student organization.
_____ 10. Sponsors a student activity.
_____ 11. Serves as an officer in a professional organization in one's field or profession.
_____ 12. Gives one or more speeches for the college or to a professional organization.
_____ 13. Is active in community organization(s) related to job.
_____ 14. Advises students where appropriate.
_____ 15. Develops an approved plan of professional development activities.
_____ 16. Implements the approved plan of professional development activities.
_____ 17. Conducts studies and/or publishes research materials.
_____ 18. Prepares and participates in external grants.
_____ 19. Participates in approved articulation activities.
_____ 20. Completes extended time project.
_____ 21. Coaches a non-paid intramural activity.
_____ 22. Participates in recruiting students.
_____ 23. Gives outside job-related performance.
_____ 24. Assists during registration where appropriate.
_____ 25. Other _____

SIGNED BY:

_____ Date _____
Faculty Signature

ST. LOUIS COMMUNITY COLLEGE

FACULTY CHOICE INDICATORS

Summary Assessment

FACULTY NAME _____

	Rating	Value	Value Key
DEPARTMENTAL			
ITEM 1	_____	_____	3 = Satisfactory
ITEM 2	_____	_____	2 = Needs Improvement
ITEM 3	_____	_____	1 = Unacceptable
ITEM 4	_____	_____	
ITEM 5	_____	_____	
ITEM 6	_____	_____	
FACULTY CHOICE			
ITEM ____	_____	_____	

TOTAL SCORE [ ] ÷ NUMBER OF INDICATORS [ ] = TOTAL AVERAGE SCORE [ ]

Composite Assessment

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____

Evaluator

SIGNED BY:

_____ Date _____

Faculty Signature

I.R. OTHER REQUIRED INDICATORS

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR I.R. OTHER REQUIRED

1. At the beginning of each evaluation period, faculty members will receive a list of the eleven (11) items included as Other Required Indicators.

2. No later than November 1 of each year, the faculty members will submit to the appropriate Division Dean supporting information and documentation of performance related to the eleven items.

3. The Division Dean will review the supporting information and documentation and will complete the assessment of the Other Required indicators. The composite assessment of the Other Required indicators will be used by the Division Dean in completing the annual evaluation summary.

4. In the event of a less than Satisfactory rating on any specific item on the Other Required review form, the evaluator will indicate the basis for the rating and specific recommendations for improvement, which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

OTHER REQUIRED: INSTRUCTIONS FOR COMPLETING THE REVIEW FORM.

The supervisor will review the data provided by the faculty member and will consider other relevant data. The following definitions will apply to the ratings of **Satisfactory, Needs Improvement,** or **Unacceptable.**

1. **Uses supplemental resources in addition to those available on the campus.**

   Satisfactory - Supplemental resources are fully integrated into the development of bibliographic or instructional materials or other services, as appropriate.

   Needs Improvement - Supplemental resources are identified but there is no evidence that they are used in bibliographic or instructional materials or other services, as appropriate.

   Unacceptable - No evidence that supplemental resources are considered in the development of bibliographic or instructional materials or other services, as appropriate. Campus resources are only used.

2. **Belongs to one or more recognized professional organizations.**

   Satisfactory - Membership is current and active.

   Needs Improvement - Membership has lapsed in recent past and needs to be renewed.

   Unacceptable - No evidence of interest or membership in any relevant professional organization.

3. **Attends department meetings.**

   Satisfactory - Attends meetings regularly. Never misses or very seldom misses a meeting.

   Needs Improvement - Attends most meetings but misses a significant number of meetings during the year.

   Unacceptable - Misses most of the meetings throughout the year.

4. **Accepts assignments to supervise/orient part-time/new faculty.**

   Satisfactory - Provides assistance to new or part-time faculty as requested by the director.

   Needs Improvement - Does not provide assistance to new part-time faculty when situation would normally require such assistance.

   Unacceptable - Refuses to accept assignment from department director to provide assistance for new or part-time faculty.

5. **Where applicable, supervises student assistants and other personnel assigned to areas of responsibility.**

   Satisfactory - Provides supervision as needed. Available at critical times to supervise key functions.

   Needs Improvement - Provides occasional supervision. Does not attend to necessary details. Responsibilities of student assistants or other personnel are not well understood.

   Unacceptable - Does not provide necessary supervision. Student assistants or other personnel function without adequate guidance or supervision.

6. **Attends division meetings.**

   Satisfactory - Attends meetings regularly. Never misses or very seldom misses a meeting.

   Needs Improvement - Attends most meetings but misses a significant number of meetings during the year.

   Unacceptable - Misses most of the meetings throughout the year.

7. **Contributes to the work of one or more department committees as appropriate.**

   Satisfactory - Takes responsibility to complete committee work and carries out this responsibility.

   Needs Improvement - Participates in committee work but avoids taking individual responsibility to do committee work.

   Unacceptable - Avoids committee work. Shows no initiative. Fails to complete committee work when requested.

8. **Assists the departmental director by furnishing necessary information for the preparation of class schedules, where applicable.**

   Satisfactory - Provides requested information on a timely basis when requested by the department director.

   Needs Improvement - Responds to requests for information with incomplete or delayed answers.

   Unacceptable - Does not respond to requests for information.

9. **Assists the department director by furnishing necessary information for the preparation of the department budget where appropriate.**

   Satisfactory - Provides requested information on a timely basis when requested by the department director.

   Needs Improvement - Responds to requests for information with incomplete or delayed answers.

   Unacceptable - Does not respond to requests for information.

10. **Assists the department director in the development of short and long-range department plans.**

    Satisfactory Provides requested information on a timely basis when requested by the department director.

    Needs Improvement - Responds to requests for information with incomplete or delayed answers.

    Unacceptable - Does not respond to requests for information.

11. **Participates in department activities related to student job placement where applicable.**

    Satisfactory - Provides assistance to students and maintains active communication with potential employers. Can identify specific persons by name who are potentially helpful for student job placement purposes.

    Needs Improvement - Aware of job placement possibilities but not engaged in active communication with specific persons in relevant organizations or companies.

    Unacceptable - Unaware of current job market developments. Unable or unwilling to participate in student job placement activities.

ST. LOUIS COMMUNITY COLLEGE

FACULTY INFORMATION SHEET

OTHER REQUIRED INDICATORS

1. Uses supplemental resources in addition to those available on the campus.
2. Member of one or more recognized professional organizations.
3. Attends department meetings.
4. Accepts assignments to supervise/orient part-time/new faculty.
5. Where applicable, supervises student assistants and other personnel assigned to areas of responsibility.
6. Attends division meetings.
7. Contributes to the work of one or more department committees where applicable.
8. Assists the department director by furnishing necessary information for the preparation of class schedules.
9. Assists the department director by furnishing necessary information for the preparation of the department budget where applicable.
10. Assists the department director in the development of short and long-range departmental plans.
11. Participates in department activities related to student job placement where applicable.

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

OTHER REQUIRED REVIEW
(Instructional Resources Faculty)

FACULTY NAME _____ CAMPUS _____

DIVISION _____ DEPARTMENT _____ RANK _____

Directions: This form is to be utilized by the evaluator when assessing the faculty member on the Other Required part of the faculty evaluation system. The summary page and composite assessment rating will be used in completing the Annual Faculty Evaluation Summary.

RATING

ITEM 1 **Uses supplemental resources in addition to those available on the campus.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 2 **Belongs to one or more recognized professional organizations.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 3 **Attends department meetings.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 4 **Accepts assignments to supervise/orient part-time/new faculty.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable
____ Not Applicable

ITEM 5 **Where applicable, supervises student assistants and other personnel assigned to areas of responsibility.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 6 **Attends division meetings.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 7 **Contributes to the work of one or more department committees as appropriate.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 8 **Assists the department director by furnishing necessary information for the preparation of class schedules.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 9 **Assists the department director by furnishing necessary information for the preparation of the department budget where appropriate.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 10 **Assists the department director in the development of short and long-range department plans.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 11 **Participates in department activities related to student job placement where applicable.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

OTHER REQUIRED INDICATORS
(Instructional Resources Faculty)

Summary Assessment

FACULTY NAME _____

	Rating	Value
ITEM 1	_____	_____
ITEM 2	_____	_____
ITEM 3	_____	_____
ITEM 4	_____	_____
ITEM 5	_____	_____
ITEM 6	_____	_____
ITEM 7	_____	_____
ITEM 8	_____	_____
ITEM 9	_____	_____
ITEM 10	_____	_____
ITEM 11	_____	_____

Value Key

3 = Satisfactory

2 = Needs Improvement

1 = Unacceptable

TOTAL SCORE [ ] ÷ NUMBER OF INDICATORS USED [ ] = TOTAL AVERAGE SCORE [ ]

Composite Assessment

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____

Associate Dean/Director

SIGNED BY:

_____ Date _____

Faculty Signature

DIVISION DEAN EVALUATION OF INSTRUCTIONAL RESOURCES FACULTY

ST. LOUIS COMMUNITY COLLEGE

PROCEDURES FOR
DIVISION DEAN EVALUATION OF I.R. FACULTY

1. The Division Dean will complete this report no later than December 1 of each year.

2. The Division Dean will utilize data sources referred to in the instructions for completing the Division Dean's Evaluation of Instructional Resources Faculty.

3. In the event of a less than satisfactory rating in any specific item, the evaluator will indicate the basis for the rating and specific recommendations for improvement which will be discussed with the faculty member. A copy of the rating and recommendations will be provided within two weeks of the completion of the assessment.

INSTRUCTIONS FOR COMPLETING THE DIVISION DEAN EVALUATION OF IR FACULTY

The Division Dean will collect data from a number of institutional sources. Examples of data sources include, but are not limited to data collected and displayed in other components of the faculty evaluation system, documented evidence from students, faculty and other members of the staff et al.

1. **Demonstrates a working knowledge of communication/information sciences.**

   Satisfactory - The faculty member is able to demonstrate a working knowledge of terminology, resources and equipment used in the communication and information sciences.

   Needs Improvement - The faculty member at times does not appear to understand or be able to use new developments in communication and information sciences.

   Unacceptable - The faculty member experiences on-going difficulty in comprehending the changes in communication and information sciences.

2. **Presents material in an organized manner.**

   Satisfactory - The faculty member presents material in an organized manner.

   Needs Improvement - The material is not presented consistently in an organized manner.

   Unacceptable - The faculty member does not present the material in an organized manner.

3. **Presents material clearly.**

   Satisfactory - The faculty member presents material in a clear manner.

   Needs Improvement - The material is not presented consistently in a clear manner.

   Unacceptable - The faculty member does not present the material in a clear manner.

4. **Sensitive to response of students.**

   Satisfactory - The faculty member is sensitive to the response of students.

   Needs Improvement - The faculty member is occasionally insensitive to the response of students.

   Unacceptable - The faculty member is not sensitive to the response of students.

5. **Welcomes questions and discussion.**

   Satisfactory - The faculty member welcomes questions and discussion.

   Needs Improvement - The faculty member either does not always welcome questions nor always encourages discussion of the subject matter.

   Unacceptable - The faculty member does not welcome questions or discussion.

6. **Organizes and maintains a system of appropriate records and reports.**

   Satisfactory - Two examples of records and/or reports available for examination by the director and division dean.

   Needs Improvement - Incomplete record keeping available for areas of responsibility.

   Unacceptable - Records and reports have not been maintained or do not provide information needed to document faculty member's responsibilities.

7. **Participates in the development and review of courses, curricula and instructional materials.**

Satisfactory - Provides documents or a written statement of activities showing participation in the development and review of courses, curricula and instructional materials.

Needs Improvement - Provides only partial documents (projects) or a written statement of activities that does not clearly provide information showing individual contribution to the development and review of courses, curricula and instructional materials.

Unacceptable - Provides no means of documenting contributions to the development and review of courses, curricula and instructional materials.

8. **Completes assigned responsibilities.**

Satisfactory - The faculty member usually completes assigned responsibilities.

Needs Improvement - The faculty member occasionally completes assigned responsibilities.

Unacceptable - The faculty member seldom completes assigned responsibilities.

9. **Develops bibliographic and instructional materials to assist students and staff in obtaining instructional goals.**

Satisfactory - Provides examples of at least two documents of a bibliographic or design report if appropriate to responsibilities.

Needs Improvement - Only partially completed bibliographic or design reports are provided.

Unacceptable - Does not provide examples of bibliographic or design reports as appropriate to assigned responsibilities.

10. **Assists students and staff in the location, design, development or use of resource materials.**

Satisfactory - Provides at least three examples describing services and/or resources provided to users needing assistance.

Needs Improvement - Partially or incompletely provides examples describing services and/or development of resources for users needing assistance.

Unacceptable - The faculty member is unable to document any activities in helping users locate, design or develop resource materials.

11. **Where applicable, maintains or prepares resource equipment, materials and supplies for student and staff use.**

Satisfactory - There is evidence, where applicable that equipment/materials/supplies are maintained and prepared for student and staff use.

Needs Improvement - There is evidence that the individual is not maintaining and preparing equipment/materials/supplies in a consistent manner for student and staff use.

Unacceptable - There is evidence that the individual does little or nothing to maintain and prepare equipment/materials/supplies for student and staff use.

12. **Initiates and maintains communication with faculty for the purpose of selection of resource materials and equipment.**

Satisfactory - Provides at least three examples describing in what manner faculty contact was maintained and the results of that contact.

Needs Improvement - There is partial but inconclusive evidence that communication is consistently initiated and maintained with faculty for the purpose of selection of resource materials and equipment.

Unacceptable - The faculty member is unable to document any results of maintaining communication with faculty resulting in the selection of resource materials and equipment.

13. **Reports to work on time.**

Satisfactory - The faculty member usually reports to work on time.

Needs Improvement - The faculty member occasionally reports to work on time.

Unacceptable - The faculty member seldom reports to work on time.

14. **Uses grammatically correct English with competence in oral and written communications.**

Satisfactory - The faculty member uses English with competence in both oral and written communication.

Needs Improvement - The faculty member at times experiences difficulty in applying English competently in either oral or written communication.

Unacceptable - The faculty member has continuing difficulty in utilizing English with competence in both oral and written communication.

15. **Keeps scheduled hours in service area.**

Satisfactory - The faculty member keeps his/her scheduled hours at various locations within Instructional Resources as appropriate.

Needs Improvement - The faculty member generally keeps scheduled hours but does not notify the director at all times when modifications have to be made to accommodate other IR responsibilities.

Unacceptable - The faculty member regularly does not keep scheduled hours/nor informs the director of that fact.

16. **Uses supplemental resources in addition to those available on the campus.**

Satisfactory - Supplemental resources are fully integrated into the development of bibliographic or instructional materials or other services, as appropriate.

Needs Improvement - Supplemental resources are identified but there is no evidence that they are used in bibliographic or instructional materials or services, as appropriate.

Unacceptable - No evidence that supplemental resources are considered in the development of bibliographic or instructional materials, as appropriate.

17. **Belongs to one or more recognized professional organizations.**

Satisfactory - Membership is current and active.

Needs Improvement - Membership has lapsed in recent past and needs to be renewed.

Unacceptable - No evidence of interest or membership in any relevant professional organization.

18. **Attends department meetings.**

Satisfactory - Attends meetings regularly. Never misses or very seldom misses a meeting.

Needs Improvement - Attends most meetings, but misses a significant number of meetings during the year.

Unacceptable - Misses most of the meetings throughout the year.

19. **Accepts assignments to supervise/orient part-time/new faculty.**

Satisfactory - Provides assistance to new or part-time faculty as requested by the director or as needed by faculty.

Needs Improvement - Does not provide assistance to new or part-time faculty when situation would normally require such assistance.

Unacceptable - Refuses to accept assignment from department director to provide assistance for new or part-time faculty.

20. **Where applicable, supervises student assistants and other personnel assigned to areas of responsibility.**

Satisfactory - Provides supervision as needed. Available at critical times to supervise key functions.

Needs Improvement - Provides occasional supervision. Does not attend to necessary details. Reponsibilities of student assistants or other personnel are not well understood.

Unacceptable - Does not provide necessary supervision. Student assistants or other personnel function without adequate guidance or supervision.

21. **Attends division meetings.**

Satisfactory - Attends meetings regularly. Never misses or very seldom misses a meeting.

Needs Improvement - Attends most meetings, but misses a significant number of meetings during the year.

Unacceptable - Misses most of the meetings throughout the year.

22. **Contributes to the work of one or more department committees as appropriate.**

Satisfactory - Takes responsibility to complete committee work and carries out this responsibility.

Needs Improvement - Participates in committee work but avoids taking individual responsibility to do committee work.

Unacceptable - Avoids committee work. Shows no initiative. Fails to complete committee work when requested.

23. **Assists the department director by furnishing necessary information for the preparation of class schedules, where applicable.**

Satisfactory - Provides requested information on a timely basis when requested by the department director.

Needs Improvement - Responds to requests for information with incomplete or delayed answers.

Unacceptable - Does not respond to requests for information.

24. **Assists the department director by furnishing necessary information for the preparation of the department budget where appropriate.**

Satisfactory - Provides requested information on a timely basis when requested by the department director.

Needs Improvement - Responds to requests for information with incomplete or delayed answers.

Unacceptable - Does not respond to requests for information.

25. **Assists the department director in the development of short and long-range department plans.**

Satisfactory - Provides requested information on a timely basis when requested by the department director.

Needs Improvement - Responds to requests for information with incomplete or delayed answers.

Unacceptable - Does not respond to requests for information.

26. **Participates in department activities related to student job placement where applicable.**

Satisfactory - Provides assistance to students and maintains active communication with potential employers. Can identify specific persons by name who are potentially helpful for student job placement purposes.

Needs Improvement - Aware of job placement possibilities but not engaged in active communication with specific persons in relevant organizations or companies.

Unacceptable - Unaware of current job market developments. Unable or unwilling to participate in student job placement activities.

ST. LOUIS COMMUNITY COLLEGE

DIVISION OF DEAN'S EVALUATION
OF
INSTRUCTIONAL RESOURCES FACULTY

FACULTY NAME _____ CAMPUS _____

DIVISION _____ DEPARTMENT _____ RANK _____

DIRECTIONS: This form is to be used by the Division Dean in assessing faculty performance in all indicators. The summary page and composite assessment rating will be used in completing the Annual Faculty Evaluation Summary.

RATING

ITEM 1 **Demonstrates a working knowledge of communication/information sciences.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 2 **Presents materials in an organized manner.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 3 **Presents material clearly.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 4 **Sensitive to response of students.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 5 **Welcomes questions and discussion.**
Comments:

____ Satisfactory
____ Needs Improvement
____ Unacceptable

ITEM 6 **Organizes and maintains a system of appropriate records and reports.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 7 **Participates in the development and review of courses, curricula and instructional materials.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 8 **Completes assigned responsibilities.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 9 **Develops bibliographic and instructional materials to assist students and staff in obtaining instructional goals.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 10 **Assists students and staff in the location, design, development or use of resource materials.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 11 **Where applicable, maintains or prepares resource equipment, materials and supplies for student and staff use.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 12 **Initiates and maintains communication with faculty for the purpose of selection of resource materials and equipment.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 13 **Reports to work on time.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 14 **Uses grammatically correct English with competence in oral and written communication.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 15 **Keeps scheduled hours in service area.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 16 **Uses supplemental resources in addition to those available on campus.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 17 **Belongs to one or more recognized professional organizations.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 18 **Attends department meetings.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 19 **Accepts assignments to supervise/orient part-time/new faculty.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 20 **Where applicable, supervises student assistants and other personnel assigned to areas of responsibility.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 21 **Attends division meetings.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 22 **Contributes to the work of one or more department committees as appropriate.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 23 **Assists the department director by furnishing necessary information for the preparation of class schedules, where applicable.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 24 **Assists the department director by furnishing necessary information for the preparation of the department budget, where applicable.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

ITEM 25 **Assists the department director in the development of short and long-range department plans.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable

ITEM 26 **Participates in department activities related to student job placement where applicable.**
Comments:

_____ Satisfactory
_____ Needs Improvement
_____ Unacceptable
_____ Not Applicable

St. Louis Community College

ST. LOUIS COMMUNITY COLLEGE

DIVISION DEAN EVALUATION

Summary Assessment

FACULTY NAME _____

	Rating	Value		Rating	Value	Value Key
ITEM 1	_____	_____	ITEM 14	_____	_____	3 = Satisfactory
ITEM 2	_____	_____	ITEM 15	_____	_____	2 = Needs Improvement
ITEM 3	_____	_____	ITEM 16	_____	_____	1 = Unacceptable
ITEM 4	_____	_____	ITEM 17	_____	_____	
ITEM 5	_____	_____	ITEM 18	_____	_____	
ITEM 6	_____	_____	ITEM 19	_____	_____	
ITEM 7	_____	_____	ITEM 20	_____	_____	
ITEM 8	_____	_____	ITEM 21	_____	_____	
ITEM 9	_____	_____	ITEM 22	_____	_____	
ITEM 10	_____	_____	ITEM 23	_____	_____	
ITEM 11	_____	_____	ITEM 24	_____	_____	
ITEM 12	_____	_____	ITEM 25	_____	_____	
ITEM 13	_____	_____	ITEM 26	_____	_____	

TOTAL SCORE [ ] ÷ NUMBER OF INDICATORS USED [ ] = TOTAL AVERAGE SCORE [ ]

Composite Summary

_____ Satisfactory (2.31 thru 3.0)

_____ Needs Improvement (1.71 thru 2.30)

_____ Unacceptable (1.00 thru 1.70)

SUBMITTED BY:

_____ Date _____

Division Dean

SIGNED BY:

_____ Date _____

Faculty Signature

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